



Department of  
Administrative Services  
*Customer Focused, Performance Driven*

## Department of Administrative Services **JOB ANNOUNCEMENT**

<b>ANNOUNCEMENT #:</b>	200909
<b>JOB TITLE:</b>	<b>Executive Assistant</b>
<b>LOCATION:</b>	200 Piedmont Avenue, West Tower; Atlanta, GA 30334
<b>APPLICATION DEADLINE:</b>	Open until filled
<b>WHO MAY APPLY:</b>	All Applicants
<b>PAY GRADE:</b>	16 (Position may be eligible for alternative work schedule)
<b>PAY GRADE SALARY:</b>	Salary commensurate with qualifications and experience

### **GENERAL DESCRIPTION:**

The Department of Administrative Services (DOAS) is a diverse state agency with services that includes; State Purchasing, Risk Management, Fleet Management, and Surplus Property; and a mission to serve Georgia's citizens by providing leadership, guidance and reliable valued business services.

We seek a dynamic individual to become the Executive Assistant to our commissioner and provide executive level support for the commissioner's office (inclusive of legal and communications & marketing), and DOAS at large. This is an exciting role with an opportunity to work with a dedicated leadership team and staff in fulfilling our mission. Working under broad supervision, the individual will perform a variety of challenging yet rewarding duties. Perform advanced, diversified and confidential executive level duties requiring broad and comprehensive experience, skills and knowledge. Responsibilities require the exercise of independent judgment, and technical knowledge of organizational policies and procedures. We seek an individual who will anticipate needs, and proactively bring together appropriate people and other resources to address issues. He/she must have the ability to interact with staff at all levels in a fast paced environment; remaining flexible, proactive, resourceful and efficient with a high level of professionalism and confidentiality. Must be extremely well organized, flexible and enjoy the administrative challenge of supporting a top executive, his team, and a diverse program.

### **Job Responsibilities:**

- Responsible for the daily planning and management of the commissioner's schedule.
- Creates and maintains specialized reports, records, and files required in connection with the agency's core functions and work processes.
- Provides direction and prioritization standards for the screening of mail, emails, voicemail and appointments using expert judgment and knowledge.
- Provides organizational assistance to management, legislators, staff and customers.
- Excellent writing skills; ability to draft, prepare, distribute and follow-up with various correspondences. Ability to effectively proofread executive-level documentation is very important.
- Must have excellent calendar management skills, including the coordination of complex executive meetings, which requires interaction with both internal and external executives and their assistant's.
- Prioritizes and manage multiple projects simultaneously, and follow through on issues in a timely manner.
- Coordinates special projects, conducts research and evaluates various concerns of the commissioner.
- Coordinates collection and preparation of financial and operational reports.

- Ability to independently develop presentations which includes conducting research, developing content and creating and effective presentation.
- Provides high-level administrative support by conducting research, preparing statistical reports, and handling information requests.
- Performs other administrative functions such as: schedules assigned appointments, coordinates arrangements and sets up meeting rooms, notifies meeting participants, prepares and or assembles meeting materials, prepares correspondences, receiving visitors, arranging conference calls, makes travel arrangements, etc.
- Requires strong computer skills to include expert/advanced levels in Microsoft PowerPoint, Excel, Word and Outlook.
- Effectively uses Purchasing Card (P-Card) to make small dollar purchases on behalf of commissioner's office.
- Requires strong communication skills, both written and oral, along with solid presentation abilities.
- Excellent interpersonal skills, project coordination experience and the ability to work well with all levels of internal management and staff, as well as outside executives, clients and vendors.
- Ability to handle multiple interruptions and adjustments to prioritize throughout the day.
- Reviews and monitors departmental expenses and budget balance; compiles data and provides other support and assistance in preparation of department's annual budget.
- Communicates effectively with co-workers, other staff and the general public to convey or exchange information.
- Supervises clerical and reception staff assigned to the commissioner and assistant commissioner's office.
- Ability to marshal resources from across the agency to accomplish special projects, as needed.
- Works independently with little or no supervision.

#### **MINIMUM ENTRY QUALIFICATIONS:**

- Bachelors Degree **AND** two (2) years of experience showing increasingly responsible office administration duties, project management or business operations; which includes two (2) years experience supporting at the director/executive level. **OR**
- Six (6) years of experience showing increasingly responsible office administration duties, project management or business operations; which includes (2) years of experience supporting at the director/executive level.
- Strong knowledge of Microsoft Word, Excel, PowerPoint, Outlook.
- One writing sample must be submitted with application and resume.

**PREFERRED QUALIFICATIONS:** Preference will be given to applicants who, in addition to meeting the minimum qualifications, possess one or more of the following:

- Bachelors Degree **AND** four (4) years experience showing increasingly responsible office administration duties, project management or business operations; which includes 2 years support at the director/executive level.
- MBA or MPA **AND** one (1) year experience showing responsible office administration duties, project management or business operations; which includes 1 year support at the director/executive level.
- Certified Professional Secretary (CPS) Certification.

**HOW TO APPLY:** All applicants must submit

- A completed State of Georgia application, obtained from the DOAS website: [www.doas.ga.gov](http://www.doas.ga.gov); resume, and salary history from three (3) most recent positions.
- Applications & resumes should be emailed to: [recruiter@doas.ga.gov](mailto:recruiter@doas.ga.gov) or faxed to 404-463-3699.
- Please reference the job title or announcement number for which you are applying.
- Please include salary requirements on your resume.
- **Applications/resumes received without a job title, announcement number or salary history will be considered unsolicited applications and will not be reviewed.**
- Please include one writing sample with your submission.